

# South Florida Water Management District

Job Title: Budget Analyst - Staff  
Division: Budget Development - Operations & Coordination  
Location: West Palm Beach Administrative Headquarters  
Job Description: **There are two positions available:**

Staff professional responsible for the data management and evaluation activities in preparation of complex budgetary and financial analysis products to maintain statutory and policy compliance in the Budget Bureau.

Compilation of budgetary and financial data from various sources including, but not limited to, the District's SAP financial system and ORACLE databases. Budget development and trend analysis requires management of large datasets in preparation of financial statements, budget presentations and documents. The ideal candidate has the proven ability to independently develop and maintain interactive datasets utilizing spreadsheets and databases with verifiable advanced functionality. Monitors actual fiscal accomplishments to budget projections. Reviews operational areas to insure cost effective, efficient operations and methods; formulates recommendations for changes and/or improvements.

The ideal candidate is well organized, able to successfully multi-task, work calmly under pressure in a fast-paced environment to meet multiple demanding deadlines with attention to detail. Other assignments and projects as directed by section administrator and bureau chief.

Requires STRONG proficiency in Microsoft Office Applications, with emphasis on Excel, Word and PowerPoint.

**A proficiency test for evaluation will be given during the interview process.**

## **Employment Guidelines:**

**This position may be filled as Budget Analyst - Staff OR Budget Analyst**

**Budget Analyst - Staff** - Typically has Bachelor's Degree in Finance, Business Administration or related field and 2+ years' experience that demonstrates measurable career and technical progression that can be applied to support the Budget Bureau's Annual Work Plan and the District's business plans and strategies.

# South Florida Water Management District

**Budget Analyst** - Typically has Bachelor's Degree in Finance, Business Administration or related field and less than 1 year experience in working with budgets or within the financial field that can be applied to support the Budget Bureau's Annual Work Plan.

**Licenses:**

Valid State of Florida Driver's License.

**Physical Requirements/Working Environment:**

Due to the District's response role and in the total scope of emergency management, this position may at times, be required to provide support before, during and after major storm events and emergency situations, such as hurricanes or other declared emergencies, depending on assigned emergency response role.

Mostly sedentary in an office environment sitting at a desk and operating a personal computer to produce work products.

Salary Minimum        \$44,740.80

Salary Midpoint:        \$53,164.80

To apply, go to: [www.sfwmd.gov/careers](http://www.sfwmd.gov/careers). Applications are submitted online through the District's Careers page.

Equal Employment Opportunity/Veterans' Preference/Drug-Free Workplace